Pastor's Complete Workbook

for Planning and Recording a Year's Work

Central BAPTIST THEOLOGICAL SEMINARY

KANSAS CITY, KANSAS

Pastor's Complete Workbook

for Planning and Recording a Year's Work

Compiled by

Charles Merrill Smith

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How to Use This Book

PASTOR'S COMPLETE WORKBOOK is many things. It is:

1. A daily appointment calendar.
2. A Sunday worksheet with a place for all pertinent information needed to build the worship bulletin.
3. A calendar, with which a full year's church program can be planned in advance with space on each Sunday page for the date according to the Christian year.
4. A Sunday schedule for preaching, with each Sunday page providing a space to jot down the idea upon which the sermon is to be built; a space to note the books or articles you have read or plan to read as a part of the preparation for the sermon; a space for use in case this is one in a series of sermons; and a space for listing the sermon title, for use on the bulletin board and in newspaper notices.
5. A permanent record for information such as attendance and offerings at worship services and Sunday school, plus miscellaneous items which you wish to preserve.
6. This workbook also provides a place to record baptisms, members received, weddings, and funerals.

The workbook is the result of several years' search for a comprehensive one-volume, all-purpose tool for the practicing parish minister. It is planned to be used according to the Christian calendar, which is outlined in the following pages. It is my conviction that the systematic use of the Christian year will improve the quality of any church's program and any preacher's communication of the gospel. It brings a balance by reminding us of the full range of Christian emphases, many of which we are likely to neglect if we follow only our own inclination. Thus it can be thought of as an aid in the discipline of the minister's life and work.

The space on the Sunday sheets for "Other Items" is put there because of the variety of things you may wish to note about a particular Sunday — perhaps a reminder of some special event.

The back of the Sunday sheet is, in addition to an appointment calendar, a space for listing pertinent information about whatever type of afternoon or evening service you have scheduled for the day. The uses to which Sunday evening is put by modern churches are so varied that it is impossible to do more than provide space for this record.

I am sure that the *Pastor's Complete Workbook* is flexible enough for your particular needs. After you have used it for a year you will wonder, as I did, how you ever managed without it.

Charles Merrill Smith, Compiler

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Planning Your Program with the Christian Calendar

Protestantism, with the exception of the liturgical churches, has only of late discovered the value of using the Christian calendar for planning the program of the local church. And while most ministers have given special emphasis in their preaching to the high seasons such as Advent and Lent, the other seasons, with their traditional emphases, are largely neglected.

This workbook provides a space on each Sunday sheet to write in dates and seasons of the Christian calendar. Some men will make more complete use of it than others. But every minister ought to know what season it is by Christian reckoning.

Since there is an increasing use of paraments, such as altar frontals, pulpit antependia, clerical stoles, etc., among the nonliturgical churches, a space is provided for listing the appropriate color for the season and the day.

Following is the main structure of the Christian year, listing the emphasis of the season along with the appropriate color. The more elaborate subdivisions used by the liturgical churches (such as Pre-Lent) are omitted because most evangelical churches do not observe them.

The Christian calendar begins with the season of Advent, and the first half of the year continues through Pentecost. The general emphasis of the first half of the calendar is "God speaking to man through revelation."

The second half of the year begins with Trinity Sunday, which comes the week following Pentecost, and Trinity season continues until Advent. A modern subseason of Trinity is "Kingdomtide," which begins with the Festival of Christ the King on the last Sunday of August and continues until Advent, but it has not been universally accepted. The general emphasis for the second half of the calendar is "Man responding to God through commitment."

ADVENT

(From the Sunday nearest the Feast of St. Andrew, November 30, through Christmas Eve — always four Sundays.)

Theme: Expectancy of the Coming of Christ

Color: Purple

The second Sunday in Advent is observed as Universal Bible Sunday.

CHRISTMASTIDE

(From Christmas Day, December 25, through Epiphany Eve, January 5.)

Theme: The Nativity, the Incarnation

Color: White

EPIPHANY SEASON

(From Epiphany Day, January 6, through Shrove Tuesday, day before Ash Wednesday.)

Theme: Manifestations of Our Lord, Christian Missions

Color: Green (except white for Epiphany Day and first Sunday after Epiphany)

LENT

(From Ash Wednesday through Easter Eve — always six Sundays.)

Theme: Self-Examination, Penitence, and Renewal

Color: Purple (except black on Good Friday)

There is a trend in Protestantism to mark Ash Wednesday with some appropriate service (often Communion). The fifth Sunday in Lent is Passion Sunday; the sixth Sunday is Palm Sunday, which ushers in Holy Week. Most churches have special services during Holy Week, especially Communion on Maundy Thursday, and Good Friday services. On Good Friday the altar cross is covered with a hood or shroud.

EASTERTIDE

(From Easter Day through the day before Ascension Day — a 40-day period.)

Theme: The Risen Lord

Color: White

The fourth Sunday after Easter is known as "Cantate Sunday" and is the appropriate day for choir recognition or a festival of Christian music. The fifth Sunday after Easter is known as "Rogate Sunday" or "Rogation Sunday." In modern usage it is also "Rural Life Sunday." If the rural life theme is emphasized, green is the appropriate color; if rogation, purple.

ASCENSIONTIDE

(From Ascension Day through the day before Whitsunday.)

Theme: The Ascended Lord

Color: White

WHITSUNTIDE

(From Whitsunday or Pentecost through the end of the week.)

Theme: The Emerging Church

Color: Red

TRINITY SEASON

(From Trinity Sunday until Advent — the entire second half of the church year.)

Theme: Man Responding to God Through Commitment

Color: Green (except white for Trinity Sunday and the Festival of Christ the King)

White signifies rejoicing in Christ, and therefore is used at any season for Holy Communion, also for baptisms and weddings. Black indicates mourning, and is used for funerals. Purple is the color of penitence, and may be used on any occasion when this mood is emphasized. Green suggests life, growth, and hope. Red symbolizes the blood of martyrs and the fire of the Holy Spirit, and is used for the church's anniversaries and commemorations, such as Reformation Day and All Saints' Day. It is the color generally selected by churches which use the same color the year around.

The lectionary of appropriate scripture readings for each Sunday is used by many ministers. The suggested scripture differs from church to church, but most denominations list the lectionary in their prayerbooks and worship manuals.

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Seasonal Color	Special Day

MORNING SERVICE (S)

Sermon Title	
Scripture	
Sermon Series	
Sermon Idea	
Background Reading for Sermon	
Responsive Reading	

Hymns, Anthems, Special Music	Number	TITLE	Composer-Author

Other Items	

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MORNING SERVICE (S)

Sermon Title	
Scripture	
Sermon Series	
Sermon Idea	
Background Reading for Sermon	
Responsive Reading	

Hymns, Anthems, Special Music	Number	TITLE	Composer-Author

Other Items	

New Members Received		

SUNDAY AFTERNOON AND EVENING SERVICES AND RECORD

SUNDAY APPOINTMENTS

RECORD OF ATTENDANCE AND OFFERING

1. ATTENDANCE	TODAY	LAST SUNDAY	LAST YEAR
Sunday School			
Morning Worship: First Service			
Second Service			
Evening Worship			
Total Attendance			
2. OFFERING			
Sunday School			
Worship Services			
Total Offering			
3. WEATHER CONDITIONS			

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Seasonal Color	Special Day

MORNING SERVICE (S)

Sermon Title	
Scripture	
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Sermon Idea	
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Hymns, Anthems, Special Music

Number	TITLE	Composer-Author

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Total Attendance			
2. OFFERING			
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Total Offering			
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Sermon Idea	
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Responsive Reading	

Hymns, Anthems, Special Music	Number	TITLE	Composer-Author

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Second Service			
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Sunday School			
Worship Services			
Total Offering			
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Total Offering			
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SUNDAY, , 19	Christian Calendar
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Worship Services			
Total Offering			
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	TODAY	LAST SUNDAY	LAST YEAR
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SUNDAY, , 19	Christian Calendar
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New Members Received		

SUNDAY AFTERNOON AND EVENING SERVICES AND RECORD

SUNDAY APPOINTMENTS

RECORD OF ATTENDANCE AND OFFERING

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Sunday School			
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Second Service			
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Total Attendance			
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Sunday School			
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Total Offering			
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Total Offering			
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RECORD OF NEW MEMBERS

FULL NAME		ADDRESS	Date Received
Family Name	Christian Name		

RECORD OF NEW MEMBERS

FULL NAME		ADDRESS	Date Received
Family Name	Christian Name		

RECORD OF NEW MEMBERS

FULL NAME		ADDRESS	Date Received
Family Name	Christian Name		

RECORD OF NEW MEMBERS

FULL NAME		ADDRESS	Date Received
Family Name	Christian Name		

RECORD OF FUNERALS

FULL NAME		Date of Funeral	BURIAL		Membe of thi Churc
Family Name	Christian Name		Cemetery	City or County and State	

RECORD OF FUNERALS

FULL NAME		Date of Funeral	BURIAL		Member of this Church
Family Name	Christian Name		Cemetery	City or County and State	

RECORD OF BAPTISMS

FULL NAME		Date of Birth	Date of Baptism	Infant, Child, Adult	NAMES OF PARENTS (If the baptized person is an infant or child.)
Family Name	Christian Name				

RECORD OF BAPTISMS

FULL NAME		Date of Birth	Date of Baptism	Infant, Child, Adult	NAMES OF PARENTS (If the baptized person is an infant or child.)
Family Name	Christian Name				

RECORD OF WEDDINGS

GROOM		BRIDE		Date
Family Name	Christian Name	Family Name	Christian Name	

RECORD OF WEDDINGS

GROOM		BRIDE		Date
Family Name	Christian Name	Family Name	Christian Name	

Date Due

MAY RESERVE

MY 1 '61
MY 15 '61
JE 1 '61
FEB 8 1962
APR 1 '68
Jac.
JUL 8 1974
AUG 26 1974
SEP 12 1989
JY 26 '94

PRINTED IN U. S. A.

254
S644

Smith, Charles Merrill, comp.
AUTHOR

Pastor's complete workbook for
TITLE planning and recording a
year's work.

254
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